

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT OPTOMETRIC SERVICES	EFFECTIVE DATE 11/01/2000	NUMBER 04.06.165
	SUPERSEDES 04.06.165 (02/01/99)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS 3-4358	
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#### **POLICY STATEMENT:**

The Department shall provide necessary optometric services to prisoners in Correctional Facilities Administration (CFA) institutions, including the provision of eyeglasses when medically indicated.

#### **RELATED POLICIES:**

03.04.100 Health Services  
03.04.101 Prisoner Health Care Copayment

#### **POLICY:**

#### DEFINITIONS

- A. Eye Care Practitioner - An ophthalmologist or optometrist licensed by the State of Michigan.
- B. Medical Service Provider - A physician, physician assistant or nurse practitioner licensed by the State of Michigan and, if required, certified to practice within the scope of his/her training and licensure or certification.

#### VISION EXAMINATIONS

- C. Each newly committed prisoner received at the Scott Correctional Facility-Reception Center, the Reception and Guidance Center or the Riverside Reception Center shall be given an optometric screening to detect ocular abnormalities or disease and a distance vision screening as part of the physical health assessment conducted by Bureau of Health Care Services (BHCS) staff at the reception facility.
- D. If the results of the distance vision screening indicate a need for an eye examination, the prisoner shall be advised that s/he may submit a Health Care Request (CHJ-549) after transfer from the reception facility to receive the examination. The prisoner shall be required to pay a fee for the examination if provided, consistent with PD 03.04.101 "Prisoner Health Care Copayment".
- E. If it is determined during the optometric screening that the prisoner has eye problems not related solely to acuity, the prisoner shall be referred to an eye care practitioner. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101.
- F. A prisoner may request and receive a distance vision screening and, if necessary, an eye examination no more frequently than every two years by submitting form CHJ-549 to Health Care Services. These services shall be provided more frequently only if referred by a medical service provider. The medical service provider shall document in the prisoner health record any need for more frequent screening or examination. The prisoner shall be required to pay a fee for these services, unless referred by a medical service provider, consistent with PD 03.04.101.

#### PRESCRIPTION GLASSES

- G. Newly committed prisoners, parole violators and Community Residential Programs (CRP) returnees

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received in a reception facility shall be permitted to keep their personal prescription glasses as set forth in PD 04.01.105 "Reception Center Services". If the glasses would not be permitted pursuant to Paragraphs J and K of this policy, the prisoner will be permitted to retain the glasses only until acceptable replacement glasses are received. The prisoner shall be referred immediately to BHCS for a distance vision screening and, if necessary, an eye examination to ensure timely issuance of acceptable glasses. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101.

- H. If the results of an eye examination indicate a need for prescription glasses, the eye care practitioner shall write the appropriate prescription. Prescriptions shall be documented on the Ophthalmic Evaluation form (CHJ-201). The prescription shall be promptly forwarded to the Michigan State Industries Optical Lab to prepare the glasses at the Department's expense, unless the prisoner has adequate glasses. Except if the prisoner is in security Level VI or in segregation at the Ionia Maximum Correctional Facility (ICF), the prescription may instead be given to a prisoner who wishes to purchase his/her own glasses. Only glasses permitted pursuant to Paragraphs J and K of this policy may be purchased, and the glasses must be received by the prisoner directly from a legitimate vendor of glasses.
- I. Prisoners in security Level VI or in segregation at ICF shall be permitted to receive only glasses made by Michigan State Industries, which shall not have any metal parts other than hinges or screws. Prisoners who are received in segregation at ICF with glasses that contain metal parts not allowed by this policy shall be permitted to retain the glasses only until acceptable glasses are received. The prisoner shall be referred immediately to BHCS to ensure timely issuance of acceptable glasses. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101.
- J. Prescription glasses with glass, tinted or transitional lenses (i.e., lenses that darken when exposed to sunlight) shall be issued to a prisoner only if the treating BHCS eye care practitioner determines there is a medical need for such lenses (e.g., albinism, iris defects). The need and specific medical condition, including diagnosis, shall be documented in the prisoner's health record.
- K. Prescription sunglasses shall not be issued to a prisoner unless the treating BHCS eye care practitioner determines there is a medical need for such sunglasses. The need and specific medical condition, including diagnosis, shall be documented in the prisoner's health record. If issued, the prescription sunglasses are subject to the restrictions set forth in Paragraph J. They also shall not be mirrored or contain a similar solid reflective coating.
- L. Prescription glasses issued by BHCS shall be replaced by BHCS no more frequently than every two years, unless there has been a change in the prescription or the glasses have been lost or are beyond repair. The treating eye care practitioner shall document in the prisoner health record any need to replace the glasses more frequently.
- M. The Department shall only assume responsibility for the cost, proper fit and adjustment of prescription glasses issued by the BHCS, subject to the limitations set forth in Paragraph N.
- N. The prisoner shall be responsible for the cost of repair or replacement of damaged or lost glasses that were issued by BHCS, except when verified that the damage or loss was not the fault of the prisoner (e.g., accident on an assignment, victim of an assault) or if only minor repair is necessary (e.g., replacing a screw). If the prisoner does not have sufficient funds to pay the cost of repair or replacement, the cost shall be considered an institutional debt and collected as set forth in PD 04.02.105 "Prisoner Funds and Prisoner Organization Accounts".
- O. A prisoner must turn in to appropriate staff prescription glasses in his/her possession prior to receiving new glasses.

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### CONTACT LENSES

- P. Contact lenses shall be issued to a prisoner only by a BHCS eye care practitioner for a medical condition requiring contact lenses, as determined by the Chief Medical Officer, BHCS. The specific medical condition requiring the issuance of contact lenses, including diagnosis, shall be documented in the prisoner's health record.
- Q. Contact lenses shall be available only through BHCS from an approved vendor. The lenses shall be replaced at a frequency determined necessary by the treating BHCS eye care practitioner. BHCS staff shall provide the prisoner with a lens case and any required solutions. The Department will assume responsibility for the costs of the lenses, case and solutions, except as set forth for glasses in Paragraph N.
- R. Newly committed prisoners, parole violators and CRP returnees received in a reception facility with contact lenses and without prescription glasses shall be permitted to keep their personal contact lenses. If the prisoner does not have a medical condition that would permit him/her to be issued contact lenses pursuant to Paragraph P, the prisoner will be permitted to retain the contact lenses only until acceptable glasses are received. The prisoner shall be referred immediately to BHCS for distance vision screening and, if necessary, an eye examination to ensure timely issuance of acceptable glasses. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101.

### PROSTHETIC EYES

- S. A prosthetic eye shall be issued to a prisoner if determined necessary by the treating BHCS eye care practitioner. The treating BHCS eye care practitioner also shall determine the frequency at which the prosthetic eye shall be replaced. BHCS staff shall provide required solutions and cleaning supplies. The Department will assume responsibility for the cost of the prosthetic eye, except as set forth for eyeglasses in Paragraph N.

### OPERATING PROCEDURES

- T. The BHCS Administrator shall ensure that within 60 days of its effective date operating procedures necessary to implement this policy are developed.

### AUDIT ELEMENTS

- U. A Primary Audit Elements List has been developed and will be provided to Wardens and Regional Health Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:10/06/00